

Agency Set-up for Private & Self-Pay Clients

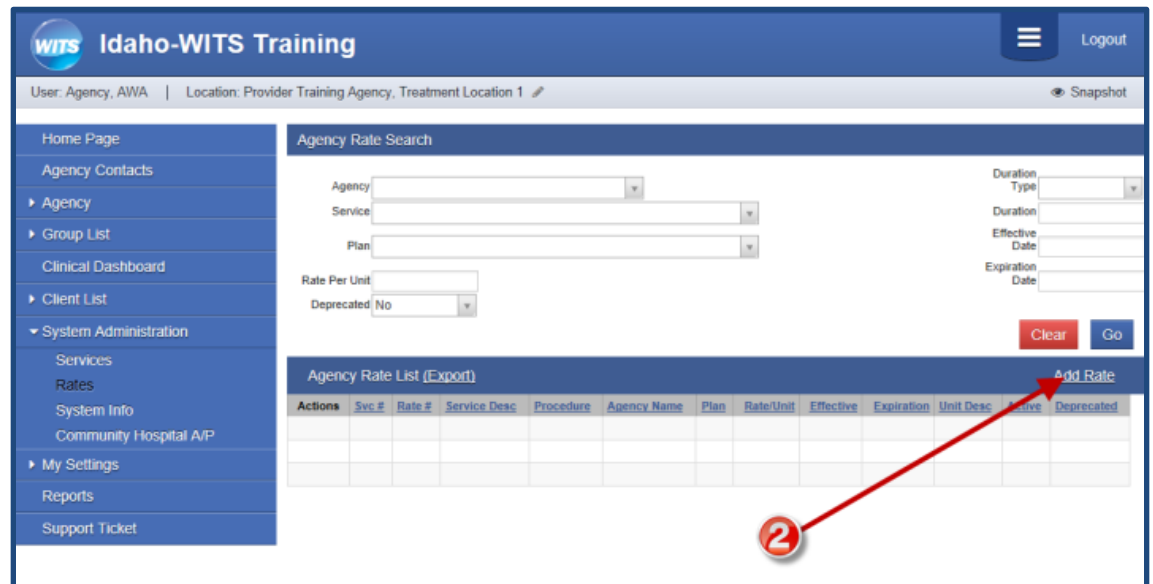
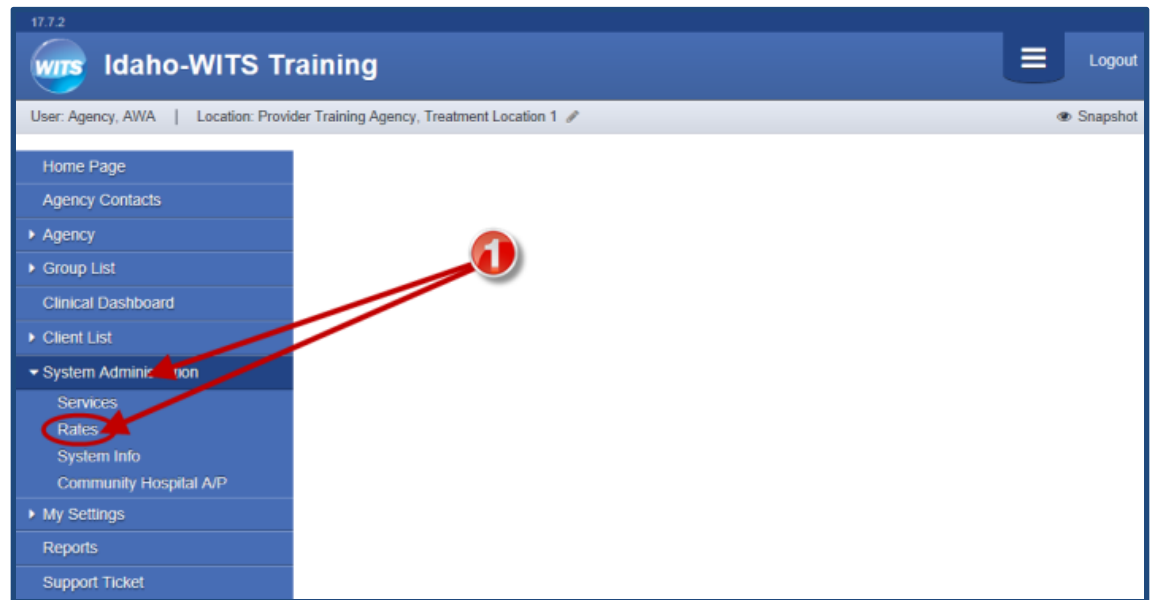
In order to use WITS for private or self-pay billing, the rate for the service provided must be added to WITS. Only Agency WITS Administrators (AWAs) have the ability to enter rates for an agency.

Locate Rates

1. **Getting here:** Login, select the Facility, select System Administration and Rates on the Navigation Pane (left menu) to generate the Agency Rate Search.

2. Click Add Rate.

NOTE: Before adding a new Rate, always search for an existing Rate.



Complete the Agency Rate Profile

1. Enter Rate Per Unit. Select the Service.

NOTE: If the service does not appear in the Service drop-down box, please contact the WITS Help Desk.

2. Enter Description to identify rate of measurement and Effective Date.

NOTE: Once a Rate is used on an Encounter Note, NEVER CHANGE THE RATE.

To change a rate, always expire the old rate by adding an Expiration Date and then create a new rate for the same service (with an Effective Date that starts the day after the Expiration Date of the old rate).

3. Select the Rate Type of Agency- Plan Specific. Select the Plan.

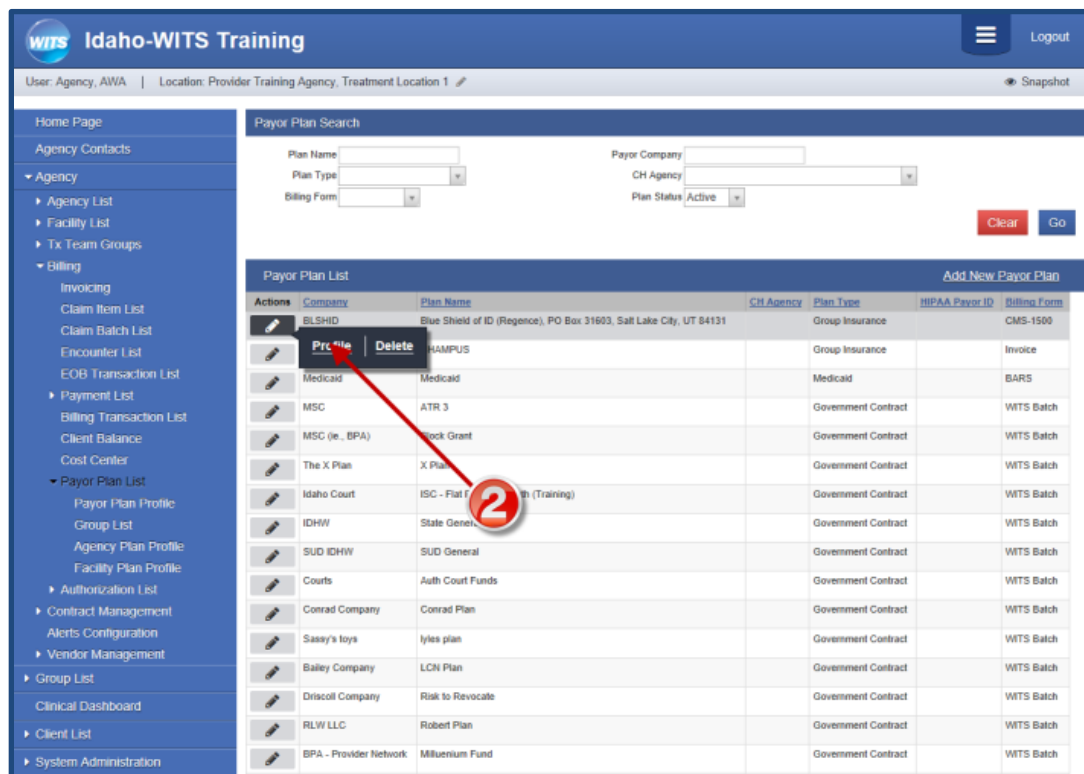
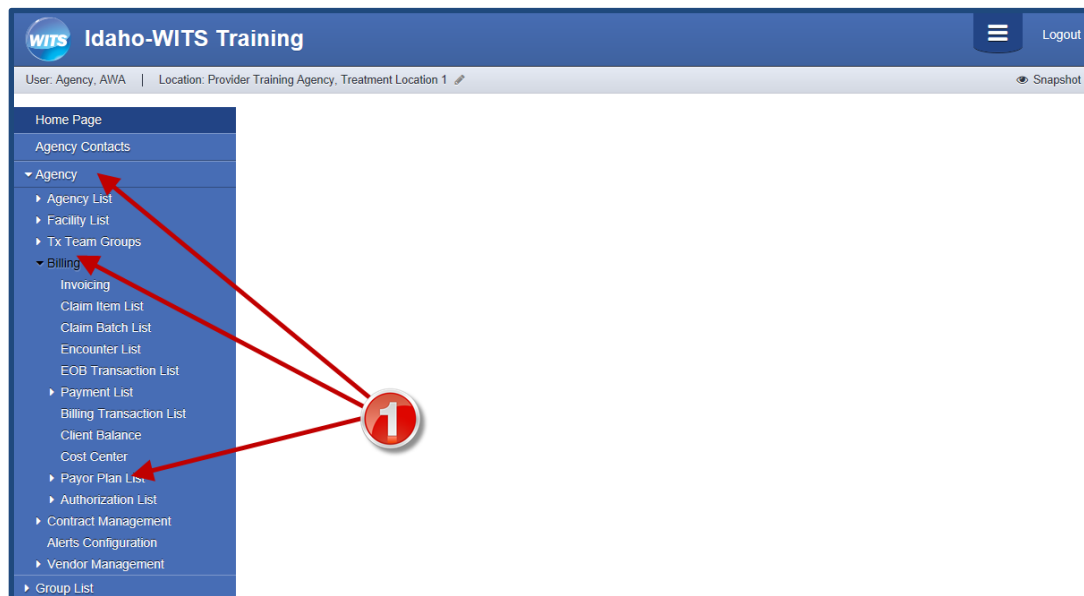
4. Click Save and Finish.

The screenshot shows the 'Idaho-WITS Training' interface. The left sidebar contains a navigation menu with options: Home Page, Agency Contacts, Agency, Group List, Clinical Dashboard, Client List, System Administration (expanded), Services, Rates, System Info, Community Hospital A/P, My Settings, Reports, and Support Ticket. The main content area is titled 'Service' and displays details for Service # 534, including Procedure Code H0005, Description 'OP and IOP (Group)', Measure Type 'Duration', and various dates. Below this is the 'Agency Rate Profile' form. Red callout boxes with numbers 1 through 4 point to specific fields: 1 points to the 'Rate Per Unit' field (set to \$20.00); 2 points to the 'Description' field (set to '1 unit = 15 minutes'); 3 points to the 'Rate Type' dropdown (set to 'Agency - Plan-Spe...'); and 4 points to the 'Save' and 'Finish' buttons at the bottom right. The form also includes fields for 'Effective Date' (11/1/2014), 'Expiration Date', 'Agency' (Provider Training Agency), 'Facility', 'Plan' (Blue Shield of ID), and 'Is AuthorizationRequired' (No).

Enter National Provider ID and Federal Tax ID on each Payor Plan

1. **Getting here:** Login, select Agency, select Billing, and select Payor Plan List on the Navigation Pane (left menu) to generate the Payor Plan Search. Locate the Payor Plan(s) to be billed.

2. Click Profile.



3. Click **Agency Plan Profile** on the Navigation Pane.

4. Enter the **Agency National Provider ID** as the Agency Primary Provider #. Select the Primary Provider # Type of **National Provider ID**.

5. Enter the **Federal Tax ID** as the Agency Secondary Provider #. Select the Secondary Provider # Type of **Employer's Identification Number**.

6. Click **Save** and **Finish**.

NOTE: This process must be completed for every Payer Plan that the Agency will be billing.

The screenshot shows the 'Idaho-WITS Training' interface. The left navigation pane has a red circle with the number 3 around the 'Agency Plan Profile' link. The main content area shows the 'Payor Plan Profile' form with fields for Plan Type, Plan Name, Billing Form, Company Name, Agency, Claim Filing Type, Client Confidential, Release To Billing Enabled, HIPAA EDI Information, and Administrative Actions. A 'Finish' button is visible at the bottom right.

The screenshot shows the 'Agency Profile for Blue Shield of ID (Regence), PO Box 10000, Salt Lake City, UT 84131' form. Red arrows and numbers indicate the steps: 4 points to the 'Primary Provider # Type' dropdown (set to 'National Provider ID'), 5 points to the 'Secondary Provider # Type' dropdown (set to 'Employer's Identification Number'), and 6 points to the 'Save' button. The 'Agency Primary Provider #' field contains '123456' and the 'Agency Secondary Provider #' field contains '82-1111111'.